

**MONTANA SHARED CATALOG**  
**Executive Committee Meeting**  
**Thursday, August 2, 2007**  
**Montana Department of Transportation ~ Helena**

**MEMBERS PRESENT:** Alice Meister, Ann Rutherford, Sue Sillick, Marilyn Trospen (via conference call).

**MEMBERS ABSENT:** Beth Chestnut, Jane Gardner.

**MSL STAFF PRESENT:** Ken Adams, Bob Cooper, Sarah McHugh, Mike Price, Jess Tobin.

**INCOMING MEMBERS PRESENT:** Kim Crowley, Roberta Gebhardt, Dawn Kingstad (via conference call), Jean Nielsen.

The meeting convened and was called to order at 2:15 p.m. by Sue Sillick. Introductions and roll call were conducted.

**Meeting & Greeting MSC Director:** The consensus was “Yeah ~ we’re happy you’re here Ken Adams!” Ken responded that he was glad to be here and is looking forward to meeting and working with everyone in the consortium. Sue reminded everyone that Ken will need input from all of us.

**MSC Executive Committee Listserv:** Sue verified that everyone had received the distribution list of incoming and outgoing members she had sent as an attachment. As of today’s meeting, the list includes:

| <b>Incoming</b>  | <b>Outgoing</b> | <b>Ex Officio</b> | <b>Term</b>     | <b>Staggered</b> | <b>Represents</b> |
|------------------|-----------------|-------------------|-----------------|------------------|-------------------|
|                  |                 | Ken Adams         |                 |                  | MSC               |
| Beth Chestnut    |                 |                   | 2 <sup>nd</sup> | 2 year (2009)    | Schools           |
|                  |                 | Bob Cooper        |                 |                  | MSL               |
| Kim Crowley      |                 |                   | 1 <sup>st</sup> | 3 year (2010)    | Large Public      |
|                  | Jane Gardner    |                   |                 |                  | Member at Large   |
| Roberta Gebhardt |                 |                   | 1st             | 3 year (2010)    | Special Library   |
| Dawn Kingstad    |                 |                   | 1st             | 2 year (2009)    | Eastern at Large  |
|                  |                 | Sarah McHugh      |                 |                  | MSL               |
|                  | Alice Meister   |                   | 1st             |                  | Large Public      |
|                  |                 | Claire Morton     |                 |                  | MSC Fiscal Agent  |
| Jean Nielsen     |                 |                   | 1st             | 2 year (2009)    | Western at Large  |
|                  |                 | Mike Price        |                 |                  | MSC               |
| Ann Rutherford   |                 |                   | 2nd             | 3 year (2010)    | Academic          |
|                  | Sue Sillick     |                   | 1st             |                  | Special Library   |
|                  |                 | Jess Tobin        |                 |                  | MSC               |
| Marilyn Trospen  |                 |                   | 2nd             | 1 year (2008)    | Small Public      |

**MSC Budget:** The FY2008 MSC Budget was attached to today's meeting announcement. It represents information presented at the spring meeting. Ken Adams stated that Claire Morton has been receiving payments from the membership and that some payments are currently sitting on her desk. All payments are due by September 1<sup>st</sup>. Bills awaiting payment are Sirsi, LTI, etc. The State Library needs to have all outstanding bills paid by October 1<sup>st</sup> when they assume the accounting for MSC. Alice Meister pointed out that the Sirsi conference will be in February in Detroit and who will go needs to be decided.

**Transfer of Budget to MSL:** Sue added this item to the agenda so that concerns and questions can be conveyed to Ken regarding the change to the State Library. Ken, Claire, and Sarah McHugh expect to sit down with Kris Schmidt from the State Library because the complications of various components need to be discussed. A smooth transition is the goal. Ken was directed by the committee to address the following concerns:

- Kris is a key player for paying the bills and from the accounting aspect, but the MSC budget is driven by over 80 libraries. Ken should be the go to person for MSC members. The membership is counting on the State Library to make it work.
- Kris will need to verify the funds are in place and obtain authorization to pay something. The chain will probably be Ken → Carol → Kris and Ken will need to set up the signature authority. The state's normal accounting procedure is to pay bills in less than 30 days, but no longer than 60 days.
- Process and logistics of paying bills, including making sure the business office recognizes the difference between MSC bills and other State Library business.
- Ken will deal with all questions from individual libraries.
- The cash forward (approximately \$33,000) is wanted by the membership as a buffer, but it needs to be dealt with in the state system (i.e., line item for product development, etc.). The carryover limitations within the state's 2 year biennium needs to be addressed.
- Reallocating budgets within state government, from both the governor's office and the legislature, is a weakness and could be a risk factor. Therefore, safeguarding monies of the MSC membership is a concern.
- Mandatory indirect costs may be a factor according to state law. This needs to be explored for clarification and how it will be handled. If individual bills go up because of this, the membership needs to know.

**Election of Officers for Incoming Committee:** After consulting the MSC By-laws and a short discussion, Dawn Kingstad volunteered to act as Chair and Marilyn Trosper volunteered to continue acting as Vice-Chair. Ann Rutherford moved and Jean Nielsen seconded to accept their appointment. **Motion carried unanimously.** For purposes of continuity, all Executive Committee meetings from this meeting through the Fall MSC Membership meeting will be attended by both current and incoming MSC Executive Committee Members. Dawn will chair the Fall MSC Membership meeting. Sue Sillick offered to assist Dawn in any way she can. Sue pointed out that she had revised the MSC By-laws to address the change to eastern/western members at large approved by the membership this past spring. The revised by-laws are available online.

**MSC Executive Committee Terms:** The committee is now comprised of seven members. Discussion centered on the need to stagger the terms of committee members as well as the importance of retaining continuity. The consensus was to change the length of the terms this one time to: 1-one year (Marilyn Trosper), 3-two years (Beth Chestnut, Dawn Kingstad, and Jean Nielsen), and 3-three years (Kim Crowley, Roberta Gebhardt, and Ann Rutherford). At the end of the staggered term, the subsequent term reverts to two years. If someone leaves the committee prior to the expiration of their staggered term, the staggered term will be maintained. Refer to the table on page 1 for a further breakdown of officers, their terms, and representation.

**Catalog Cleanup:** There is an increasing concern among catalogers (particularly Roberta Gebhardt, Janice Kalvig, and Paulette Parpart) within the consortium that another catalog cleanup needs to be done. Two

previous catalog cleanups were very labor intensive; however, it has been two years since this has been addressed. Sarah McHugh shared that after the last cleanup she wasn't sure there needed to be a line item within the budget for this. However, she has since changed her mind particularly after visiting with the OMNI consortium. They have now started producing lists in which individual members are responsible to take care of duplicates on their own. Ken added that all consortiums have to deal with this issue in some manner. Everyone agreed that no catalog will ever be perfect but cleanup efforts still need to be a primary focus. Approximately \$20,000 is available for a renewed effort. Since the first two cleanups, we've learned it is imperative that lists of duplicates are generated using the OCLC number (tag 035) instead of the title. A major improvement has also occurred in that the 035 and 001 tags need to be the first defaults when using SmartPort or doing batch bib loads. Jess Tobin changed everyone's property defaults for this at the admin level, but it is still possible for this to be overridden at the local level. Ann Rutherford stated that this needs to be added to the training and suggested that each library should be contacted since this has an impact per workstation too. Perhaps it would be helpful to have libraries send a screen shot of the settings for each computer they use for cataloging. The cataloging mentors could probably help with this and Roberta Gebhardt will follow up on it. The membership and their staff needs to be made aware of, understand, and use these two tags when bringing in new bibs. It is important for everyone to follow procedures and keep the catalog clean. Perhaps a demo to educate staff on the basics could be provided ~ maybe even at the fall meeting.

Sarah said that two methods could be used for the new catalog cleanup: 1) hiring an outside vendor (Marcive, etc.) might be less expensive, but this method runs the risk of losing data and, 2) continue to contract with catalogers from within the consortium for a more hands on approach. Mike Price stated that he favors the second option. Using the 035 tag is a huge step in the right direction and it would be relatively easy for him to produce multiple files to make the project more manageable. He also feels that the local catalogers would exhibit more care and use further match points. Hiring temporary staff to do the cleanup is an issue in light of the MSC coming under the State Library ~ some restrictions may apply. Ann Rutherford moved and Alice Meister seconded to direct Ken Adams to make a recommendation to the Executive Committee as to how we should proceed with the catalog cleanup and to investigate the temporary hire situation. **Motion carried unanimously.**

**Server Replacement Schedule:** Mike Price brought to the committee's attention that two servers were purchased in 2004, with a lifespan of 5 years, making them due for replacement in 2009. The process to purchase and install this type of equipment usually takes a 6-9 month timeframe meaning that he needs to start this in December of 2008. He sees two options: 1) move the production server to the development side (plus extended maintenance) and buy a new production server or 2) buy two new servers. Alice Meister said option one gets things more on a replacement type of schedule. The committee wondered if the old development server could be used for another purpose or had any value to sell. The question then arose as to who owns the equipment, MSC or the state, since the catalog is moving under the umbrella of the State Library. Bob Cooper said he didn't know since it was originally purchased with the membership's money. Any discussion today would be pure speculation on his part. There are standard procedures for disposal if it is determined to be the state. The suggestion was that the old development box could be used for Rooms and save the membership on the cost for EPS. Mike replied that it may or may not work and he wouldn't know until he started working with the equipment. The budget allows \$75,000 for the server replacement purchases.

**Policy Committee:** Ken Adams suggested the need to form a Policy Committee so that things become a little more streamlined. He envisions the chairs of each existing committee, library directors, representation from federations, etc. The suggestion was made that type of library would be more beneficial than federations. Sarah added that the suggestion is more about a statewide library card than anything else and that the MSC could become the model for the rest of the state. Right now, the rules developed and used by the Partner libraries are the standards being recommended to new libraries. A policy committee is a larger issue than just circulation although a mini course in the circ rules map would be helpful. It goes further to address the capping of locations, codes etc. so that there is less duplication of effort. For instance, going about this by format may

be a way to start. The idea of a policy committee is on the agenda for the upcoming Circulation Committee Meeting scheduled for August 16<sup>th</sup> in Helena. This is also considered a topic for discussion at the full membership meeting and committee volunteers may be forthcoming at that time. Ann Rutherford moved and Alice Meister seconded to direct Ken Adams to write two proposals for the proposed committee and its function. The membership will then vote on the proposals. **Motion carried unanimously.**

**MSC Calendar:** Ken Adams stated that the MSC staff has been discussing the best time and way to bring the servers down for upgrades, maintenance, etc. The goal is to minimize disruption for the membership and he wondered if some type of calendar would be helpful. Kim Crowley said open times are horrible and wondered why things like this couldn't be done during the night, closed days (although some libraries are open on Sundays), and holidays. Ken and Mike responded that the MSC is beholden to the staff and schedules of Sirsi and they don't work weekends. Having them on the other end of the phone is important. Advance notice is usually known for upgrades, LTI work, and when adding new libraries. A calendar that admin could consult for big and little events might avoid some possible conflicts such as the recent Harry Potter release. Adding events would be the responsibility of the membership and access could be provided through a log in. Obviously there has to be some give and take. Questions included: Why maintain it if there is no downtime planned? Is it practical? Is it repetitive? Perhaps a window of opportunity could be posted with feedback then given from the membership. Ken is directed to explore what other consortiums and states do regarding the issue of downtime. This topic was tabled to be revisited at the next Executive Committee Meeting.

**Pre-MSC Meeting Training (10/04/07):** The training will be on basic cataloging, including how to identify duplicate records and what to do about them.

**MSC Fall Meeting:** The fall meeting is scheduled for Friday, October 5<sup>th</sup> in Kalispell. The agenda with any pertinent attachments needs to go out to the membership by September 14<sup>th</sup>.

**Other Business:** Ken reported that the intern hired by the MSC is half way done with his assigned list. He has identified problems with routers and their heartbeat to the MSC. The feedback so far has been positive. Ken was asked if he would be able to visit libraries before the October 5<sup>th</sup> meeting. Bob responded that it is healthy to get out and about but they have been keeping him pretty busy although he has been able to visit Missoula and Drummond.

Bob Cooper stated that, as the consortium continues to grow, the MSC is no longer going to be satisfied with "business as usual" with Sirsi.

Sue Sillick asked if Executive Committee members could attend the pending meeting between the MSC staff and Kris Schmidt in September. Bob responded that the date and time would be announced and anyone from the committee could attend.

**Next Meeting:** Sue Sillick will use Meet-O-Matic to send out possible dates and times for the next Executive Committee Meeting.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Marilyn Trospen  
Executive Committee, Vice Chair